

MASTER OF SCIENCE IN NUTRITION AND DIETETICS WITH SUPERVISED EXPERIENTIAL LEARNING

Distance Education Program

Nutrition and Dietetic Program
College of Natural Sciences



Graduate Student Handbook

Revised: June 18, 2024

Student's Signature

I have received a copy of the Graduate Student Handbook of the Master of Science in Nutrition and Dietetics with Supervised Experiential Learning (MSND-SEL) offered by the University of Puerto Rico, Río Piedras Campus.

I have read and agree to comply with the Program's Graduate Student Handbook, the Code of Ethics, policies and procedures described.



Name: _____

Student Number: _____

Signature: _____

Date: _____

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Welcome to the Master of Science in Nutrition and Dietetics with Supervised Experiential Learning (MSND-SEL). The Graduate Student Handbook is designed to serve as a resource for you during your time as a student in our program. If you have any questions, please do not hesitate to contact us.

Program Information:

Address	17 Ave Universidad Ste. 1701 San Juan, PR 00925-2537
Phone	787-764-0000 ext. 88581
Web page	http://natsci.uprrp.edu/nutricion
Chair, Nutrition and Dietetics Program,	Brenda Toro Enríquez, Ph.D., LND brenda.toro1@upr.edu
Director, MSND-SEL	Nivia A. Fernández Hernández, Ed.D., RDN, LND, CFCS nivia.fernandez1@upr.edu

Accreditations The UPR, Río Piedras campus, is accredited by the Middle States Commission on Higher Education (MSCHE) <https://www.msche.org/institution/0606/> On June 24, 2022, the Accreditation Council for Education in Nutrition and Dietetics Board granted Candidacy for Accreditation for a four-year accreditation term to the Master of Science in Nutrition and Dietetics with Supervised Experiential Learning, Distance Program (MSND-SEL). Students accepted as of this date, and those in succeeding classes, will be considered graduates of an ACEND accredited program and eligible, upon satisfactory completion of the program, to write the Commission on Dietetic Registration's Registration Examination for Dietitians. In Puerto Rico, the Master of Science in Nutrition and Dietetics with Supervised Experiential Learning is the only graduate program in nutrition and dietetics accredited by ACEND. <https://www.eatrightpro.org/acend/accredited-programs/program-directory>

The program has been designed with the Accreditation Standards for Graduate Degree Programs in Nutrition and Dietetics (Future Education Model). www.eatrightpro.org/FutureModel. These accreditation standards integrate didactic coursework with supervised experiential learning in a competency-based curriculum designed to prepare nutrition and dietetics graduates for future practice. Program graduates will be eligible to take the Commission on Dietetic Registration (CDR) credentialing exam to become a Registered Dietitian Nutritionist.

The BS in Nutrition and Dietetics Program, offered by the College of Natural Sciences, Río Piedras Campus, has been accredited by ACEND as a Didactic Program in Dietetics (DPD) since 1999 and, since 1976 under ACEND's former title of Commission on Accreditation in Dietetics Education. The Program is currently fully accredited by ACEND until June of 2028.

Program Description The Master of Science in Nutrition and Dietetics with Supervised Experiential Learning (MSND-SEL) is a combined online-onsite single program that integrates the Master of Science degree along with the 1,000 hours of supervised and alternate experiential learning (SEL) hours, in professional work settings and in alternate experiences, required to become eligible to take the Commission on Dietetic Registration (CDR) credentialing Exam for Dietitian Nutritionist (Registered Dietitian Nutritionist) and local licensure exam. The Program follows a Competency-Based Education (CBE) model of the accrediting agency, the Accreditation Council on Education in Nutrition and Dietetics (ACEND), in which the curriculum is based on professional roles and student evaluation includes demonstrated performance in some aspects of that role. Is designed as a cohort- curricular sequential program and students are expected to be full-time and complete the program in 2 years (four- semesters and one summer).

The supervised experiential learning hours consist of 280 hours of alternate experiential learning embedded in online required courses and 720 hours equivalent to 8 credits of supervised experiential learning that must be completed in practice sites. As required by ACEND, the program has policies and procedures to address the selection and periodic evaluation of the adequacy and appropriateness of facilities to ensure that sites are able to provide supervised experiential learning compatible with the competencies that students are expected to achieve. While the program will make every best effort to assign SEL sites based on students interests and other logistical considerations, no given facility can be guaranteed at the time of the application for admission.

Language Proficiencies It is a requirement for admission that all applicants be proficient in both, Spanish and English. Courses and supervised experiential learning can be taught in English or Spanish, although the majority are taught in Spanish, Puerto Rico’s mother tongue. English proficiency is required to be able to study on campus and supervised experiential learning sites, to use educational materials and textbooks in English, and to perform on course exams and learning activities in English. This requirement is implemented to promote English proficiency, as a strategy in preparation for the CDR credentialing exam for dietitian nutritionists (RDN) administered in English.

Mission The mission of the Master of Science in Nutrition and Dietetics with Supervised Experiential Learning is to provide students the intellectual and humanistic formation in diverse areas of scientific inquiry and be eligible to become Registered Dietitian Nutritionist qualified to offer educational, administrative and clinical services and in the management of foodservice systems.

Program’s Goals and Objectives

Goal 1 | Program graduates will become well-qualified Registered Dietitian Nutritionists to contribute to the overall well-being of the population in a variety of settings and related fields.

Objective 1.1 At least 80% of program graduates complete program requirements within 3 years (150% of the program length).

Objective 1.2 At least 70% of program graduates take the CDR credentialing Exam for Dietitian Nutritionist within 12 months of program completion.

Objective 1.3 The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for Dietitian Nutritionist is at least 80%.

Objective 1.4 The Program’s one-year pass rate on the local licensure exam for Dietitian Nutritionist is at least 80%.

Objective 1.5 Of graduates who seek employment, at least 75% are employed in Nutrition and Dietetics settings (educational, administrative and clinical services and in the management of foodservice systems) or related fields within 12 months of graduation.

Goal 2 | Program graduates will be successful in future endeavors in Nutrition and Dietetics within a culturally diverse society and for research and problem solving to advance human nutrition and health in a variety of settings.

Objective 2.1 At least 80% of graduates who answer the Graduate’s Survey will rate the overall preparation in Nutrition and Dietetics as satisfactory or above.

Objective 2.2 At least 80% of graduates who complete the requirements for becoming Registered Dietitian Nutritionist indicate they work effectively with culturally diverse populations in a variety of settings.

Objective 2.3 At least 80% of the employers of graduates indicate their Dietitian Nutritionist participate in research to advance nutrition, dietetics or related field when required.

Objective 2.4 At least 80% of the employers indicate they consider the graduates preparation for entry level is satisfactory or above.

Information to the Public Program outcome data is available to the public, current and prospective students upon request. Please send a written request to Dr. Nivia A. Fernández Hernández, MSND-SEL Program Director, at nivia.fernandez1@upr.edu

Facilities The institution that sponsors the Master of Science in Nutrition and Dietetics with Supervised Experiential Learning is the Río Piedras Campus of the University of Puerto Rico (UPR-RP). The UPR System includes eleven institutional units located across the island of Puerto Rico (PR). The Río Piedras Campus is located in the San Juan metropolitan area and comprises more than 250 acres with over three million square feet of space, on which more than 150 structures stand. It is the oldest and largest campus in the UPR System, offering the island’s most complete and varied academic programs at both, undergraduate and graduate levels.

The MSND-SEL program will offer more than 50% of the curriculum in an online modality since all didactic courses will be offered online. Only the 720 hours (8 credits) of supervised experiential learning will be provided

presential in practice sites. The Program will utilize the infrastructure of the Division of Continuing Education and Professional Studies (DECEP, by its Spanish name) to develop the necessary conditions and services to offer an educational experience of excellence in this modality.

How to become a Registered Dietitian Nutritionist (RDN)

1. Complete a bachelor's degree in Nutrition and Dietetics from an accredited university and receive a Verification Statement from an ACEND-accredited program (Didactic Program in Dietetics, Coordinated Program, Future Graduate Program, Foreign or International Dietitian Education Program). The University of Puerto Rico has the ACEND-accredited undergraduate program (Didactic Program in Dietetics) and the Future Education Model-Master of Science in Nutrition and Dietetics with Supervised Experiential Learning (MSND-SEL, candidacy accreditation status). Graduates who successfully complete the MSND-SEL program will obtain a Verification Statement.
2. Complete an ACEND-accredited supervised practice dietetic internship program or Individual Supervised Practice Pathway. Supervised practice/experiential learning is combined with the Coordinated Program, Future Graduate Program, and International Dietitian Education Program. After completion, the student will receive a Verification Statement. The UPR-RP Graduate Program in Nutrition and Dietetics combines the master's didactic component with Supervised Experiential Learning, complying with the 1,000 hours required by ACEND. Graduates who successfully complete the program will obtain a verification statement.
3. Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>

In addition, CDR requires individuals to complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates who successfully complete the UPR-RP Master of Science in Nutrition and Dietetics with Supervised Experiential Learning of the University of Puerto Rico will obtain a verification statement and are eligible to take the CDR credentialing exam to become an RDN. The program complies with the ACEND's established minimum of 1000 supervised experiential learning hours.

“While state interpretations of statutes may vary, it is ACEND's considered opinion that the program meets the educational requirements for dietetics licensure and certification in all states. However, completing an ACEND-accredited academic program alone does not qualify an individual for licensure or certification as a dietitian in any state. Individuals should review their state's licensing statutes and regulations to understand the specific requirements, including supervised practice and examinations, needed to obtain a dietetics license. More information about state licensure and certification can be found at this link: <https://www.cdrnet.org/LicensureMap>” **Required Element 7.3.d Recommended Website Update for DT, DI, CP, GP Programs.**

4. Pass the CDR credentialing exam.
5. The Board of Examiners for Nutritionists and Dietitians of Puerto Rico grants, to qualified candidates, the Licensure in Nutrition and Dietetics (LND) to be able to practice as a Nutritionist-Dietitian in Puerto Rico. Effective February 18, 2016, the Board established, via Resolution 2016-53, that passing the CDR credentialing exam will comply with the requirements for the license to practice Nutrition and Dietetics in Puerto Rico.
6. Continuing professional education is required for maintaining professional registration (RDN Status), and for updating and expanding practitioner knowledge and skills. For more information on pathways to earn the RDN credential:
<https://www.cdrnet.org/certifications/registration-eligibility-requirements-for-dietitians>
<https://www.eatrightpro.org/about-us#become-an-rdn-or-ndtr>

How to become a Licensed Nutritionist and Dietitian in Puerto Rico (LND)

Graduates of the Master of Science in Nutrition and Dietetics with Supervised Experiential Learning will be eligible to take the RDN Credentialing Exam and the local licensure exam to practice as a Nutritionist and Dietitian (LND) in Puerto Rico as required by Puerto Rico Law 82 of 1972 and amended in 2004. <https://bvirtualogp.pr.gov/ogp/Bvirtual/leyesreferencia/PDF/82-1972.pdf>. To be eligible to take the local licensure exam and be authorize to practice in PR you must:

1. Complete a bachelor degree awarded with major in nutrition or dietetics of an accredited higher education or college institutions by the Higher Education Council (known today as Board of Postsecondary Institutions) or by one of the regional organisms of national accreditation
2. Complete an internship or supervised experiential learning in Nutrition and Dietetics at a hospital or institution accredited for such training, or in place of this internship, possess a master's or doctorate degree in Nutrition and Dietetics from a university or college recognized by the PR Board of Postsecondary Institutions and by one of the institutional national accreditation bodies.
3. After completing coursework and supervised experiential learning, graduates become eligible to take the local Licensure exam administered by the Board of Examiners for Nutritionists and Dietitians of Puerto Rico, which will grant, qualified candidates, the Licensure in Nutrition and Dietetics (LND) to be able to practice as a Nutritionist-Dietitian in Puerto Rico. Effective February 18, 2016, the Board established, via Resolution 2016-53, that passing the RDN exam will comply with the requirements for the license to practice Nutrition and Dietetics in Puerto Rico.
4. Become member of the Puerto Rico College of Nutritionists and Dietitians, as required by Law 82 of 1972 and amended in 2004.
5. Continuing professional education is required for maintaining Licensure in Nutrition and Dietetics in PR and professional registration (RDN Status), and for updating and expanding practitioner knowledge and skills. For more information on pathways to earn the RDN credential:
<https://www.cdrnet.org/certifications/registration-eligibility-requirements-for-dietitians>
<https://www.eatrightpro.org/about-us#become-an-rdn-or-ndtr>

Admission

The Master of Science in Nutrition and Dietetics with Supervised Experiential Learning program will admit students in compliance with the following policies and criteria:

UPR-RP general admission criteria for graduate programs (Certification No. 95, pages 21-22)

1. Bachelor's degree (or its equivalent) from an accredited or recognized university or college.
2. General Grade Point Average (GPA) equal or greater than 3.00 on a scale of 4.00. Each program will address exceptional cases according to each applicant's merits.
3. Be able to communicate orally and in writing in two languages, one of which should be Spanish or English.
4. The UPR-RP will provide the academic instance or unit that will determine and inform programs of the proficiency of their students in the second or third language (if the program requires a third language).

Information related to admission requirements and processes can be found at:

https://graduados.uprrp.edu/estudiantiles/admisiones_graduadas/

Application form: <https://solicitud.upr.edu/>

Specific Admission criteria for the MSND-SEL program

Admission criteria for students with an undergraduate degree in nutrition and dietetics, a degree in science-related fields and a degree in a field not related to science are detailed below: Admission Pathways 1, 2 and 3.

1. Bachelor's degree in Nutrition and Dietetics from an authorized and accredited higher education institution in the US.
 - If the degree is ACEND-accredited, a Verification Statement must be presented; if foreign and accredited, the Foreign Dietitian Education (FDE) Verification Statement.
 - Non accredited foreign degrees must be evaluated by an approved Foreign Degree Evaluation Agency. [International Students – Foreign Degree Evaluation Agencies](#)
- ✓ Eligibility to official degree candidates of the Didactic Dietetic Program of the Río Piedras Campus, University of Puerto Rico (Approved by the Graduate Program Admission Committee, February 9, 2024)
 - Students, that at the end of the second semester (May) of every year are official degree candidates, are eligible to submit admission applications to the graduate program to begin studies on August.
2. If the bachelor's degree is not in Nutrition and Dietetics (Pathways 2 and 3, below), previous approval with C or more of undergraduate courses and prerequisites that comprise a Second Major in Nutrition and Dietetics.
3. Minimum 3.00 Grade Point Average on a 4.00-point scale.
4. Minimum 3.00 Grade Point Average in science and math courses on a 4.00-point scale
5. Three letters of recommendation, two from university professors.
6. Short essay (500 words) indicating how pursuing graduate studies will contribute to your development.

7. Spanish and English proficiency
8. For students whose English is a second language, must obtain a minimum score in TOEFL exam of 550 (paper-based) or 213 (computer-based). Exam must have been taken no more than five-years prior.
 - This requirement is waived for all graduates and official degree candidates (May and December) of the Didactic Program in Dietetics of the Río Piedras Campus, University of Puerto Rico, who have demonstrated during their time of undergraduate studies the mastery of the English language and are in the process of applying to the graduate program. (Approved by the Graduate Program Admission Committee, February 16, 2024)

Admission Pathways:

1. Students with a bachelor's degree in Nutrition and Dietetics:
 - Minimum 3.00 Grade Point Average on a 4.00-point scale.
 - Minimum 3.00 Grade Point Average in science and math courses on a 4.00-point scale
 - Three letters of recommendation, two from university professors.
 - Short essay (500 words) indicating how pursuing graduate studies will contribute to your development.
 - Spanish and English proficiency
 - For students whose English is a second language, must obtain a minimum score in TOEFL exam of 550 (paper-based) or 213 (computer-based). Exam must have been taken no more than five-years prior.
2. Students with a bachelor's degree in other science related fields:
 In addition to the requirements for a student with a bachelor's degree in Nutrition and Dietetics, students in this pathway must have approved with C or more the following undergraduate courses or their equivalent: Hard science courses: General Biology I-II (BIOL 3101-3102), Microbiology (BIOL 3705), General Chemistry I-II (QUIM 3001-3002), Organic Chemistry (QUIM 3015); Nutrition and Dietetics courses: Food Science (NUTR 4031), Food Purchasing (NUTR 4055), Layout, Design and Equipment Purchasing for Foodservices Systems (NUTR 4068), Menu for Foodservice Systems (NUTR 4086), Human Nutrition I-II (NUTR 4041-4042), Applied Human Nutrition (NUTR 4045), Applied Dietetics (NUTR 4169).
3. Students with a bachelor's degree in fields not related to science:
 In addition to the requirements for a student with a bachelor's degree in other science related fields, students in this pathway must have approved with C or more the following undergraduate courses or their equivalent: Pre-calculus I-II (MATE 3171-3172), Human Biochemistry (NUTR 4158), Human Biochemistry Lab. (NUTR 4159).

Conditions to grant credits from other institutions At the institution level, the Academic Policy for Graduate Studies (Certification No. 95, Academic Year 2019-2020, Section V.D.3.e, page 25) of the Río Piedras Campus Academic Senate, stipulates the conditions to grant credit of courses approved at other institutions within or outside the University of Puerto Rico. Graduate programs may accept a maximum of one third of required degree credits, subject to criteria established by the UPR-RP college or

school's graduate committee. Courses must have to be approved with a minimum B grade or its equivalency, in a period no greater than 5 years prior to admission and may not have been granted to a lower-level degree. Practicums and internships are not accepted. At the MSND-SEL level, Prior practicum or internship credits, courses or work experience will not be accepted as a substitute for Supervised Experiential Learning courses.

Annual formative and/or summative assessment of student competence and regular reports of performance and progress

Formal evaluation of students occurs at pre-determined times throughout the supervised experiential learning (SEL) using specific assessment forms. The timing of evaluations will be distributed to students at the beginning of each course or SEL practicum. Evaluations include both assessments of the student's progress as well as assessments of the student's knowledge and performance in supervised experiential learning. Preceptors completing the evaluation do so within the rotation assessment system provided and review with the student prior to submitting to the program's SEL Coordinator. Students also complete a self-evaluation, which is reviewed with the preceptor. It is the student's responsibility to be familiar with the various evaluation forms so that he/she is aware of the criteria and timing.

Students can expect to receive formal evaluations in the following formats: written evaluations from preceptors, rubrics for oral presentations; comprehensive review of nutrition assessments and charted notes with written feedback provided by preceptors (daily during rotations where medical nutrition therapy is provided); preceptor reviewed assignments, such as case studies. Many opportunities exist for informal feedback about performance. These should be viewed as opportunities to gain insight and adjust performance. Examples of informal evaluation include, but are not limited to, daily feedback and discussions with preceptors on skill development, clinical documentation, presentations and projects.

Program Completion, Graduation & Verification Statement Requirements

Students are expected to be full-time and complete the program in 2 years (four-semester with 1 summer in between). Courses will not be offered each semester. Students should work diligently to successfully demonstrate expected competencies and pass courses the first time they are taken in compliance with continuing in their original cohort. Repeating one course will mean a student waits one year for it to be offered again. The maximum time frame allowed for completion of the program is 5 years.

To ensure students achieve the expected learning outcomes, competencies will be tracked for didactic and Supervised Experiential Learning (SEL) courses using the Learning Management System (LMS) Moodle©. Once the competency framework with pertinent performance indicators has been selected for a specific course, a Student's Learning Plan for each course will be created to track student's achievement of each competency performance indicator. A report by student and course cohort is generated using a ranking scale: complies, partially complies or does not comply. Each student will be evaluated using the specific formative or summative assessment for each didactic and SEL course. Students are expected to obtain an 80% or higher in formative and summative assessments whether using a rubric to evaluate or simple criteria to grade coursework as well as in assessments in SEL rotations. An evaluation below this threshold will indicate that the student has not achieved or complied with a competency. This will be documented in the student's Learning Plan within the LMS and utilized to provide a remediation activity or plan to facilitate compliance with the competency performance indicator.

To ensure adequate tracking of student's achievement of competencies, the MSND-SEL Director will meet with the faculty academic advisor and SEL Coordinator twice in the semester. Following institutional policies of assessment to monitor student progress mid-semester, each October for the Fall semester and March for the Spring semester, an evaluation of student progress in each course and SEL rotation will be examined to determine achievement of competencies to date. For this evaluation, several sources of data will be used to capture student's performance in the program and determine if remedial intervention is required for a student such as providing more time to demonstrate competency or additional learning activities in didactic courses or in SEL rotations. Data sources will include the report from each student's Learning Plan generated in Moodle showing the level of compliance with competencies, Preceptor feedback evaluation forms and faculty feedback where quantitative and qualitative data will be considered. Students who complete the 45 credits with a minimum grade point average of 3.0 or more and completed the minimum of 1,000 hours of supervised experiential learning will be recommended to the Office of the Registrar to be granted the degree. After the degree is conferred by the University of Puerto Rico, Rio Piedras Campus, the Verification Statement will be provided to program graduates by the MSND-SEL Program director, which verifies completion of requirements necessary to sit for the Commission on Dietetic Registration (CDR) credentialing exam. The CDR will be notified by the Program director, at which time the graduate assumes responsibility for arranging to take the exam. Students are encouraged to take the exam promptly after completing the program.

At the UPR-RP, to qualify as a degree candidate, students must comply with the following requirements:

1. Satisfactory completion of program's coursework with minimum GPA of 3.00 or more.
2. Complete graduation requirements within the length of time established by the University.
3. Not having debts with the institution.
4. Official submission of the Graduation Request to the Registrar's Office during the semester in which is expected to complete program's requirements and, in any case, later than the stipulated date established in the UPR-RP calendar for the specific semester. These requests become official once graduation fee is paid, which is non-reimbursable.
5. Degree recommendation by the College-specific program and the institutional administration.

A Verification Statement document awards a student's completion of all academic requirements established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) Future Graduate Accreditation Standards for Graduate Degree Programs. To receive a verification of completion of the program students must:

1. Demonstrate attainment of all Future Education Model entry-level competencies as documented in specific assessment method for each competency.
2. Complete the program as evidenced by the institution in a terminal degree on the transcript.
3. Final GPA must be > 3.0 for graduate studies [otherwise academic probation]
4. Perform in a professional and ethical manner.

After successful completion of the MSND-SEL Program requirements, as certified by the Registrar's Office, all students will receive a Verification Statement granting eligibility to take the CDR credentialing exam for dietitian nutritionists (RDN). Each student will receive copies of their Verification Statement. Copies of the Verification Statements will also be retained by the Program.

Courses and Curricular Sequence The program provides a recommended curricular sequence that will allow students to complete the program’s requirements in two years (four-semester with one (1) summer in-between). It is strongly recommended that students adhere to this sequence and contact the faculty advisor once a year to verify that the necessary requirements are being met to move forward and finish successfully.

Because the MSND-SLE program has a cohort-based design, students will be advised that courses will follow the established curricular sequence and that not all courses will be available each semester. Students should work diligently to approve/pass courses the first time they are taken for compliance of continuity in their individual admission cohort.

University of Puerto Rico | Río Piedras Campus
 College of Natural Sciences
 Nutrition and Dietetics Program



Master of Science in Nutrition and Dietetics with Supervised Experiential Learning

Curricular Components			
Core Courses			
Course code	Course Title		Credits
MATH 6686	Advanced Data Analysis and Experimental Design		3
NUTR 6002	Research Methods in Nutrition and Dietetics		3
NUTR 6003	Nutrient Metabolism		3
NUTR 6004	Ethics and Professionalism		1
		Subtotal	10
Specialty Courses			
Course code	Course Title		Credits
NUTR 6112	Foodservice Management		3
NUTR 6013	Nutrition Assessment Diagnosis		3
NUTR 6010	Medical Nutrition Therapy and Pathophysiology		3
NUTR 6012	Nutrition Education and Counseling		3
NUTR 6111	Global Nutrition		3
NUTR 6011	Pathophysiology of Life Span		3
NUTR 6113	Advanced Concepts in Nutrition		3
		Subtotal	21
Research Project			
Course code	Course Title		Credits
NUTR 6110	Research Project		3
NUTR 6110	Research Project (Continuation)		0
		Subtotal	3
Supervised Experiential Learning (SEL)			
Course code	Course Title	Contact hours (each semester)	Credits
NUTR 6014	Clinical Nutrition Supervised Experiential Learning	270	3

Curricular Components			
NUTR 6115	Community Nutrition Supervised Experiential Learning	180	2
NUTR 6116	Foodservice Management Supervised Experiential Learning	270	3
		Subtotal	8
Electives			
Course code	Course Title		Credits
n/a	Electives		3
		Subtotal	3
		Total	45

Curricular Sequence

First Year			
1st Semester		2nd Semester	
Courses	Cred.	Courses	Cred.
Advanced Data Analysis and Experimental Design	3	Global Nutrition	3
Research Methods in Nutrition and Dietetics	3	Foodservice Management	3
Nutrient Metabolism	3	Nutrition Education and Counseling	3
Ethics and Professionalism	1	Nutrition Assessment Diagnosis	3
Total	10		12
Summer (UPR-RP Seven Weeks)			
	Course		Cred.
	Research Project		3
	Supervised Experiential Learning: Community Nutrition (26 hours/wk.)		2
	Total		5
Second Year			
1st Semester		2nd Semester	
Courses	Cred.	Courses	Cred.
Supervised Experiential Learning: Foodservice Management (18 hours/wk.)	3	Supervised Experiential Learning: Clinical Nutrition (18 hours/wk.)	2
Medical Nutrition Therapy and Pathophysiology	3	Electives	3
Pathophysiology of Life Span	3	Advanced Concepts in Nutrition	3
Research Project	0	Research Project (Continuation)	0
Total	9		9

Offering Format The MSND-SEL will offer more than 50% of the curriculum in an online format since all didactic courses will be offered online. Only the 720 hours (8 credits) of supervised experiential learning (SEL) will be provided in practice sites.

Academic and Program Calendar The UPR-RP has an official academic calendar and is published every semester by the Registrar's Office and includes dates in which there is academic recess and holidays. Students can access the institutional academic calendar via the Registrar's Office Webpage: http://www.uprrp.edu/?page_id=851.

Students can access the program's specific calendar via <https://natsci.uprrp.edu/nutricion/academic-calendar-3/>. The program's calendar, for semester and summer sessions, includes timelines for specific academic and administrative process, such as, sites evaluations, orientations for students, faculty and preceptors, competencies and performance indicators tracking periods, SEL assessment, final grades submissions, surveys for students' input regarding periodic review of the effectiveness of faculty and preceptors, among others.

After Graduation Graduates of the Master of Science in Nutrition and Dietetics with Supervised Experiential Learning will receive a Master of Science in Nutrition and Dietetics degree and a Verification Statement indicating eligibility to take the CDR credentialing exam. Graduates will also be eligible to apply for the local licensure exam to practice as a Nutritionist and Dietitian in Puerto Rico as required by local Law 82 of 1972 and amended in 2004.

Credentials By successfully completing the MSND-SEL ACEND's accredited program (prospective status), graduates become eligible to take the Commission on Dietetics Registration (CDR) credentialing exam for Registered Dietitian Nutritionist (RDN). Once the examination is approved, the candidate will receive an RD or RDN credential. Once qualified graduates take and pass the local licensure exam administered by the Puerto Rico Board of Examiners for Nutritionists and Dietitians or are exempted via Resolution 2016-53 after passing the CDR credentialing exam, the Licensure in Nutrition and Dietetics (LND) will be granted to be able to practice as a Nutritionist Dietitian in Puerto Rico.

Distance Education The UPR-RP has established distance education policies and guidelines to support and expand the quality of the educational experience (Certification No. 49 of the UPR-Rio Piedras Academic Senate, 2015-2016 Academic Year). This policy complies with the authentication and privacy standards established by the Middle States Commission on Higher Education (MSCHE - 34 CFR 602.17, section g). (<http://senado.uprrp.edu/cert/cert2015-2016/CSA-49-2015-2016.pdf>).

Since 2019 the UPR-RP has been the first UPR System unit authorized by the MSCHE to offer academic programs in the distance education modality. Once an academic program is approved by the UPR-RP Academic Senate to be offered online, the Distance Education Unit (DEU), under the Division of Continuing Education and Professional Studies, offers expert support to faculty in the areas of instructional design, curricular design, graphic art, virtual learning artifacts, development of courses in the learning portal, quality evaluation, tutorials, among others. Once the program is authorized to begin, the DEU provides online services to students related to admissions, enrollment, financial aid, and tutorials for applications related to online learning (Moodle platform, Google Suite, Microsoft Office 365). <https://enlinea.uprrp.edu/estudiantes/>.

The institutional Learning Management System (LMS) Moodle© (<https://online.uprrp.edu/>) is the preferred electronic platform, although faculty may use other course management systems. The UPR-RP provides an institutional email and password that faculty and students can customize for access to the Microsoft Office 365

and the LMS platform with. All official communications must be done via the institutional email and LMS platform.

Distance Education Technical Requirements

The Master of Science in Nutrition and Dietetics with Supervised Experiential Learning offers more than 50% of the curriculum in an online format. Only the 720 hours (8 credits) of supervised experiential learning will be provided in practice sites. Students must have basic to intermediate skills in computer use. Also, will need to have a personal computer that meets the following minimum technical requirements:

Device and Operating System

- A laptop or desktop computer running Windows 10 or above or macOS 10.10 or above.
- Chromebooks (Chrome OS), Android devices and iPhones do not meet the minimum requirements for coursework at the University of Puerto Rico.
- Memory: 4 GB or higher (RAM)
- Processor: Recent generation Intel i3 (equivalent or higher)

Browser

- Any standards-compliant web browser (Chrome, Firefox, Safari, Edge.)

Hardware/Peripherals

- A built-in or external microphone and webcam.
Some students have found it helpful to possess additional peripherals, such as a printer and headphones or a headset, although these are not required unless specified by your program.

Access (Frequency and Permissions)

- Students will need regular access to their machine and peripherals. Daily access is recommended.
- Students should have full administrative rights to these machines to install and download applications as required by their classes.

Internet Connection

- Must have consistent access to the internet.
- A high-speed broadband connection is recommended with at least 2 MB upload and download speed.

Recommended Software and Applications

- Microsoft Office Suite (Microsoft 365 access available to UPR-RP online students)
- Adobe Acrobat Reader (Adobe Creative access available to UPR-RP online students)
- Students will receive access to Google Apps for Education, which will include special access to additional storage and privacy by using your university credentials to login.

Verification of student's identity

The UPR-RP has distance education policies that comply with the authentication and privacy standards established by the Middle States Commission on Higher Education (MSCHE - 34 CFR 602.17, section g). These are outlined in the Academic Senate Certification 49, 2015-2016 (<http://senado.uprrp.edu/cert/cert2015-2016/CSA-49-2015-2016.pdf>) and are summarized below.

1. The Distance Education Platforms used will be those approved by the Campus Deanship of Academic Affairs (DAA).
2. Secure access to the distance education platform is individualized with the username and a password. Each student is assigned a username and password through the platform. The platforms allow the

student to change their password. This guarantees the privacy of the evaluation processes, complying with the federal law known as FERPA.

3. Any official communication between instructor and students about official course matters will be made exclusively through institutional email, or through the authorized platform.
4. The professor will verify the identification of the student with the mechanisms provided by the Institution.
5. The professor will include the rules described here in the syllabus and discuss them with his/her students the first meeting of the class.
6. As far as partial or final grades are concerned, the institution will ensure that the platform used allows each student to see only their own grades.
7. No instructor will use identity verification technologies that have not been previously authorized by the Dean of Academic Affairs and incorporated as an amendment to these regulations.

Since 2020, the UPR-RP installed in the Moodle platform Respondus Lock Down Browser/Respondus Monitor* tools as a verifier of academic honesty and deterrent to cheating. Updates to these policies will occur periodically.

[*Monitor records of the entire testing session on the student's webcam and uses software to detect possible cheating behaviors.]

Supervised Experiential Learning The Supervised Experiential Learning (SEL) component will be conducive to learning and provide students with hands-on experiences to meet specific entry-level competencies for practice in clinical, community nutrition and foodservice management areas. The SEL rotations for each student will be tailored to include a wide range of practical experiences. The MSND-SEL student is required to meet all competency performance indicators.

SEL in Clinical Nutrition (270 hrs.) Approximately 70% of the adult population in Puerto Rico and the United States is categorized as overweight or obese. This increases the risk of prolonged chronic illness such as cardiovascular disease, cancer, and diabetes, highlighting the need for well-prepared nutrition and dietetics professionals to treat and prevent further illness and increase the quality of life. A range of clinical experiential learning covering the life span and highlighting the major nutrition-related morbidities and mortalities will be covered. The rotation settings are hospitals and institutions that provide a wide variety of experiences from pediatrics to geriatrics, including chronic diseases such as cardiovascular, renal, cancer, diabetes, HIV/AIDS, as well as acute needs related to situations such as transplant, trauma and burns. Students will be supervised by knowledgeable preceptors with expertise in Medical Nutrition Therapy, many with advanced degrees and certifications in their specialty areas.

Potential sites include the following:

- Adult University District Hospital-Medical Center
- Encompass Health Center
- Cardiovascular Center of Puerto Rico and the Caribbean
- Atlantis Health Care/ Fresenius Kidney Care
- Trauma Center at Río Piedras Medical Center
- Auxilio Mutuo Hospital – Transplant Unit
- Psychiatric Hospital (includes Alzheimer's Disease)

- Comprehensive Cancer Center
- Industrial Hospital, Puerto Rico Medical Center – Burn Unit
- Pediatric University District Hospital
- San Jorge Hospital OBGYN Unit / Women Health
- Menonita Hospital - Bariatric Surgery
- Ararat Center, HIV Unit

SEL Community Nutrition (180 hrs.) The community nutrition rotations will provide students with an understanding of the role of the nutritionist/dietitian in a variety of agencies and programs in the local community. Experiences for students include outpatient nutrition clinics, Head Start Program, SNAP Program, Food Bank, and Women, Infants, and Children (WIC) program. Students will provide individual nutrition counseling, teach group nutrition education classes on various topics including obesity, breast feeding, healthy nutrition and diabetes management, organize health promotion events, and participate in a variety of community health and wellness projects. Additionally, nutrition research in the community is included to demonstrate the Nutritionists and Dietitians role in investigation and program evaluation.

Potential sites include the following:

- WIC Headquarters
- PR Head Start State Collaboration Office
- AM Inc. Healthy Path Markets
- Puerto Rico Food and Nutrition Commission
- International Medical Corps, nonprofit organization Puerto Rico office
- Entrepreneurship - *Buen Provecho* Nutrition
- Albergue Olímpico of Puerto Rico, Center for Sports Health and Exercise Sciences

SEL Foodservice Management (270 hrs.) Foodservice management rotations will be planned to provide students with a variety of food service systems and management experiences. Students learn about food production and procurement, food service systems, menu planning, recipe development, employee education, sanitation, safety, personnel management, catering and a number of other administrative experiences. They may participate in performance improvement, personnel management, and interdisciplinary leadership meetings. Through projects, meetings, and role-play, students gain an understanding of skills needed in upper management and leadership. In addition, with the increasingly regulated field of hospital foodservice, students get hands-on experience with hospital foodservice systems, including the accreditation process, quality evaluation, as well as financial accountability. Students will also experience firsthand the role of the school foodservice Nutritionist and Dietitians to implement healthy lifestyle menus and education. During the school foodservice rotation, the student will be exposed to food service operations and become familiar with the Federal School Breakfast and Lunch Program Regulations.

Potential sites include the following:

- Menonita Hospital, Cayey PR
- Auxilio Mutuo Hospital
- San Jorge Hospital
- School Food Authority, Department of Education
- Bella Vista Hospital

Policies and Procedures for Supervised Experiential Learning

The Master of Science in Nutrition and Dietetics with Supervised Experiential Learning of the University of Puerto Rico, Río Piedras Campus, has established policies and procedures to maintain written agreements with institutions, organizations and/or agencies that provides supervised experiential learning to meet the accreditation-entry level competencies. The policies and procedures address the selection and periodic evaluation of adequacy and appropriateness of facilities to ensure that sites are able to provide supervised experiential learning compatible with the competencies that students are expected to achieve.

Policies and procedures that outline the selection criteria, evaluation process and timeline for evaluation of adequacy and appropriateness of supervised experiential learning sites

The supervised experiential learning sites must be conducive to learning and be able to provide experiences to meet specific accreditation-required competencies.

Selection criteria for SEL sites or facilities

1. Located in Puerto Rico, preferable in a reasonable distance from the UPR Río Piedras Campus.
2. Be a corporation or entity registered and in good standing with the Puerto Rico Department of State.
3. Have merchant's registration certificate of the Puerto Rico Department of the Treasury.
4. Willing to enter into an Affiliation Agreement with University of Puerto Rico Río Piedras campus.
5. One or more Licensed Dietitian Nutritionist (LND) with more than one year of professional experience and willing to participate as an ad-honorem preceptor. It is preferred, as primary preceptor, to be and LND and Registered Dietitian Nutritionist (RDN).
6. Preceptors comply with the continuing education requirements to maintain professional credentials as LND and RDN, if applicable
7. Provide learning experiences for professional development according with ACEND competencies and performance indicators.
8. Ensure that the students will be always under the supervision of the Nutrition and Dietetics preceptor.
9. Ensure that students will not be a replacement for staff or employee.
10. Comply with the PR Health Department public health policy protocol and provide to the student's materials as, face masks, medical disposable gloves and hand sanitizer and others, as needed.
11. Clinical and foodservice management learning sites (including acute care, sub-acute care, long term care or hospice) must be accredited by the Joint Commission or other appropriate accreditation agency.
12. Provides a safe workplace and room for the students to do their work and keep their belongings.
13. Provide a safe area for parking (optional)

Evaluation process and timeline for SEL sites or facilities

Each year, the appropriateness of supervised experiential learning facility will be reviewed by the MSND-SEL program based on changes in the program and/or changes that have occurred in the supervised experiential learning facility that might impact the ability of the facility to provide the needed learning experiences.

The annual evaluation will consider the following documentation:

1. Continuity of compliance with the agreement's stipulations.
2. Continuity of compliance with the SEL site selection criteria.
3. Students' evaluations following each SEL rotation (i.e., practice opportunities and preceptor's availability)

4. Preceptors' evaluations

The Program's SEL Coordinator will coordinate a visit to complete an evaluation for site's appropriateness (SEL Site Evaluation Form). This evaluation will be done annually, however, ongoing evaluations by preceptors and students will be conducted to ensure that experiences meet the expected learning outcomes and competencies. If periodic evaluation information and data demonstrates that a site is no longer suitable to complete experiential learning activities, it can be discontinued and replaced at any time. Reasons for discontinuation include failure to provide the students with the required learning opportunities to meet specific required competencies and, student's complaints about unethical practices or inappropriate behaviors observed at the site. The SEL Coordinator will define appropriate remedial action to address findings.

Policies and procedures for maintaining written agreements with institutions, organizations and/or agencies where students are placed for supervised experiential learning

For each SEL course, sites and approved affiliation agreements for established rotations will be secured before students' enrollment. Preceptors at the facility must have the appropriate credentials and expertise relative to their area of practice. The facility must be willing to assign the preceptors and staff the appropriate length of time required to educate and train the students. It is required that all preceptors and staff at the SEL site recognize that students are there for learning purposes and are not to routinely replace employees.

All institutions, organizations and/or agencies where students are placed for supervised experiential learning are required to have a signed affiliation agreement, delineating the rights and responsibilities of all parties. The affiliation agreements are reviewed and signed annually. Written agreements must include the following minimum requirements:

1. UPR-RP mandatory and ethical stipulations: Mandatory (Dispute resolution, no discrimination, document's custody, liability release, use of logo and stamps, intellectual property, financing, no employment relationship, validity period, modifications and amendments); Ethical (Anticorruption code, compliance with Law No. 1-2012 Organic Law of the Puerto Rico Office for Governmental Ethics, exclusivity of agreement, registration of agreement)
2. MSND-SEL specific required stipulations:
 - a. Willingness of the affiliated institution to provide SEL to interns.
 - b. Commitment to designate qualified member of the dietetic staff to be preceptor in an ad honorem basis.
 - c. Assign the preceptors and staff the appropriate length of time required to educate and train the students.
 - d. Guarantee that students are there for learning purposes and not to replace RDN/LND positions or regular dietetic employees.
 - e. Agree that monetary compensation shall neither be expected nor received by either party, nor by interns.
 - f. Assurance that students and faculty will comply with all the rules and regulations of the affiliated institution.

- g. Assure that the University of Puerto Rico will provide health and liability insurance for faculty and interns.

Policies when affiliation agreements are not required

Some Supervised Experiential Learning (SEL) rotations do not require a written agreement. Among these, a university-affiliated hospital and health clinic, a member hospital of a healthcare group, volunteer agreements, and entrepreneurship. Instead, these facilities will be required to sign a Memorandum of Understanding or an agreement letter, a health and liability insurance, evaluation forms and the SEL rotation description with expected learning outcomes. At this moment no international SEL experiences will be offered by the MSND-SEL.

Procedure for affiliation agreements

1. Written agreements must be completed for each site that require them such as institutions, organizations and/or government agencies.
2. The SEL Coordinator will contact each site to prepare a written agreement that will be signed by both parties, the UPR-Rio Piedras Campus and the authorized representative of the SEL facility. These agreements must be revised and sign annually.
3. If the site does not require an agreement, a Memorandum of Understanding or an agreement letter must be provided.
4. Both, the UPR and the affiliated facility will keep a copy of the agreement.

Policies for the SEL Preceptor

Preceptors Qualifications

Preceptors offer their time, effort, knowledge and commitment to the program in an ad honorem basis, and will have the benefit of participating in continuing education activities that to be offered by the MSND-SEL Institution free of charge.

- Have the knowledge and expertise in their field as evidenced by their profession degrees and certifications
- Must be in good standing with the Puerto Rico Board of Examiners for Nutritionists and Dietitians
- Are licensed and members of the Puerto Rico College of Nutritionists and Dietitians as required by local law.
- Have a minimum of 1 year of experience in their field at the moment of appointment.
- Are encouraged to take CDR credentialing exam for Dietitian Nutritionist although it is not required.
- Be committed to their own lifelong learning. Their resumes should document that they regularly participate in appropriate professional development programs and training.
- Should exhibit leadership, commitment to the program and the profession.
- Have interest in and time for guiding, teaching, and assessing a graduate student.

Preceptors are required to complete the following ACEND® trainings:

- Dietetics Preceptor Training Program

- Code of Ethics for Dietitians 360
- Accreditation Foundation Modules: Future Education Model Accreditation Standards
- Competency Based Education and Assessment Training

Preceptors Responsibilities

1. Following the acceptance to be a preceptor, he/she must take the ACEND’s preceptor training, attend to the ACEND’s Competency-Based Education workshop and, provide annually evidence of professional credentials as Licensed Nutritionist Dietitian (LND) and Registered Dietitian Nutritionist (RDN), if applicable.
2. The preceptor will:
 - a. Adhere to the Competency-Based Education Key Principles:

Key Principles

- Focus on **future practice**
- Have a **balanced approach** between theory and practice
- Create an **instructional environment** in which expected competencies and associated assessments are clearly defined
- Create **innovative approaches** to ensure students are prepared for future practice
- Incorporate **problem solving, critical thinking and reflective practice**

- b. Create an environment conducive to authentic learning and open communication
 - 1) For each SEL rotation, define the competency to be assessed and the total number of SEL hours assigned.
 - 2) Align the learning experience and activities to the competencies and SEL hours.
 - 3) Prepare and gather authentic materials.
- c. Provide an orientation to the facility/department and supervised experiential learning expectations.
- d. Plan activities that gradually increase in complexity and transition from requiring more supervision to minimal/no supervision.
- e. Develop a weekly experiential learning schedule to ensure the students will be able to complete the activities needed to meet the competencies assigned. In case that the planned experiential learning cannot be offered, other alternate or authentic activities must be offered.
- f. Place students in appropriate competency-based learning activities, not in activities to substitute employee responsibilities or tasks.
- g. Role model evidence-based practice, ethical, professional behaviors and principles in compliance with the Nutrition and Dietetics Code of Ethics. Allow the student to shadow and observe professional preceptor behavior.

CBE Preceptor Attributes



Is an objective assessor, who understands entry-level competence.

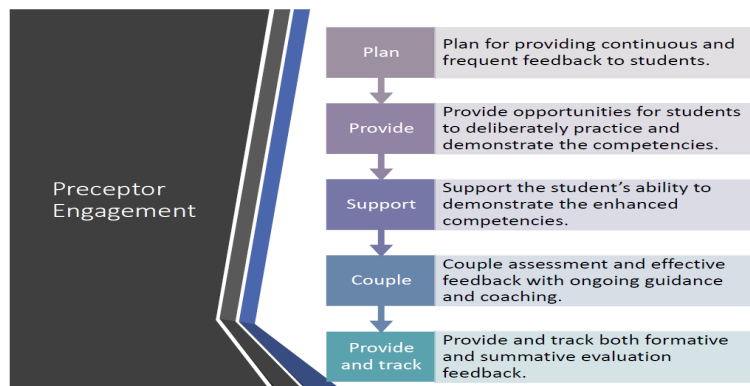


Is able to think out-loud – so the students witness the thoughts or problem-solving process of the preceptor.

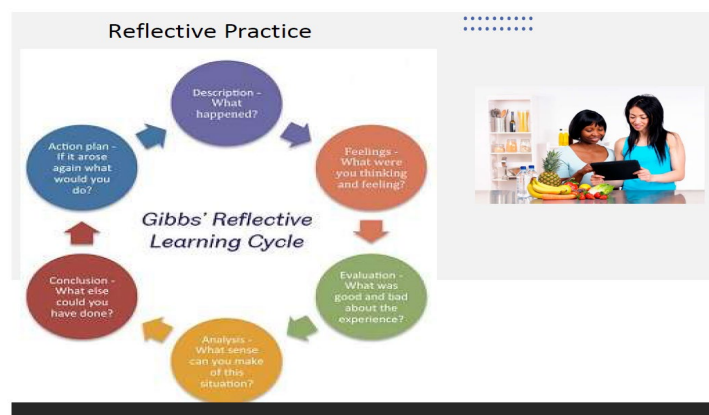


Support reflective practice (ask student “why and what”).

- h. Supervise the students as they perform assigned tasks.
- i. Be available throughout the experience to provide guidance, ongoing evaluation, and support learning.
- j. Incorporate formative and summative assessments and reflective practice exercises.
- k. Provide for a Preceptor’s engagement experience:



- l. Provide constructive-reflective feedback to the student, to help them master the required competencies in preparation for their future responsibilities as an entry-level Registered Dietitian Nutritionist.



- m. Promote mutual respect, professional communication, and behavior with the student.
- n. Communicate with the SEL coordinator and faculty advisor regarding any behavioral or competency related issues that may require remediation.

3. Complete formal evaluation forms to provide feedback on the student's work and professional conduct at your facility.

Policies for students to participate in SEL

Students are required to comply with the following:

1. Complete prior coursework and competencies required for each SEL course.
2. Follow the sites' policies and safety protocol.
3. Show professionalism and ethical behavior during the experiential learning activity as required by ACEND and the professional code of ethics.
4. Read the assigned materials prior the area of practice.
5. Wear a coat with a name tag, or the student attire required by the site's institutional policies.
6. Arrive at the site on time.
7. Participate actively in the tasks assigned, completing all learning activities required to meet the established competencies.
8. Communicate continuously with the preceptor and the SEL Coordinator.
9. Take a pre and post-test before and after the experiential learning.
10. Discuss and critically reflect about each evaluation with each preceptor.
11. Complete a satisfaction survey following the experience at each site on overall experience, site appropriateness and preceptor evaluation.

Drug testing and criminal background checks The program requires students to undergo drug testing and criminal background checks in order to participate in supervised experiential learning hours, if requested by the facility. Students who do not complete these requirements will not be allowed to register in SEL courses. The student is responsible to assume the costs.

Tuition and Fees Information estimating the costs of studying and obtaining a master's degree at the University of Puerto Rico, Río Piedras Campus, can be found below, and at the following links:

- Frequently Asked Questions: <https://www.uprrp.edu/registrador/preguntas-mas-frecuentes/>
- Admissions and Costs to UPR-RP: https://graduados.uprrp.edu/estudiantiles/admisiones_graduadas/

Financial aid Students in need of financial aid will be directed to the Deanship of Graduate Studies and Research at the campus level, where opportunities based on merit or economic need may be available. http://graduados.uprrp.edu/index.php?option=com_content&view=article&id=137&Itemid=198&lang=es Visit the [Financial Aid Office](http://asistenciaeconomica.uprrp.edu/) <http://asistenciaeconomica.uprrp.edu/> for more information. Questions related to scholarships and financial assistance must be made directly to the Financial Aid Program or to the Financial Aid Fiscal Office <http://asistenciaeconomica.uprrp.edu/>.

Professional Financial Assistance:

- Academy of Nutrition and Dietetics Foundation: The Academy of Nutrition and Dietetics Foundation provides dietetic scholarships and research grants to students and Academy members, respectively. Funding research is a priority for the Foundation, which provides the opportunity for individuals to

continue making evidence-based contributions to the field of dietetics, food and nutrition. Students are the future of the field and the Foundation recognizes the importance of giving students a solid foundation to develop their dietetic careers and provide access to education. For more information visit: <http://www.eatrightpro.org/resources/leadership/honors-and-awards/grants-and-scholarships>.

- Academy of Nutrition and Dietetics, PR Chapter: The Puerto Rico Academy of Nutrition and Dietetics offers scholarships to students in supervised practice. For more information visit <https://www.eatrightpr.org/becas-y-premios>.

UPR Application Fee. At the moment of submitting the Application for Graduate Studies, payment of a \$30.00 fee will be required.

Graduate credits. Currently, \$205.00 per graduate credit (may vary), in addition to other fees described below. <https://www.upr.edu/costos-de-estudios/#estudiantes-maestria>

Facilities-Construction Fee All students enrolled in the University, no matter the amount of credits or courses, must pay a \$200.00 fee per tuition period.

Special Rights (These costs are not reimbursable):

- **Technology Fee** \$100.00 per tuition period
- **Health Insurance** The University of Puerto Rico requires all students to be covered by health insurance. If they have private or government health insurance, the student must present official evidence on the day of enrollment to be exempt from this charge. If they do not present evidence of their medical insurance, the student will have to pay for the Student Medical Insurance of the University of Puerto Rico. The fee varies according to the amount of coverage: begins at \$463.00 up to \$2,559.00.

Deferred Payment Any graduate student who is enrolled in no less than three credits who lacks the resources to pay the full tuition and other charges, at the time of enrollment may request an extension to make payments. Details can be obtained from the Dean of Students. This extension will apply only to enrollment and laboratory fees; all other charges will be paid at the time of registration. The extensions consist of dividing tuition cost in two, three, four or five installments. For more information, visit: Decanato de Estudios Graduados e Investigación

http://graduados.uprrp.edu/index.php?lang=es&option=com_content&view=article&id=222&Itemid=487

Exemptions Most available exemptions require a full academic load of 8 credits to qualify for them.

Veteran Exemption This information can be found at the Veterans' Office, in the Registrar's Office. This exemption covers 100% of the Veteran's tuition and 50% tuition for the Veteran's children and spouse.

Scholarships Questions related to scholarships and financial assistance must be made directly to the *Financial Aid Office* <https://fae.uprrp.edu/asistencia-economica/> or DEGI <https://graduados.uprrp.edu/estudiantiles/becas-y-ayudantias/>

Food Approximately \$20.50 per day

Books \$500.00 per semester

Medical Certificate \$30.00 - \$40.00

Hepatitis B Vaccination (3 doses), Chicken Pox Vaccination \$180.00 - \$300.00 (or antibody titers)

COVID-19 Vaccination Circular No. 3 Academic Year 2022-2023 of the UPR-RP Deanship of Administration establishes the protocol to control exposure and propagation of Covid-19 in the Río Piedras Campus of the University of Puerto Rico (UPR-RP). Visit, <https://www.upr.edu/wp-content/uploads/2020/04/100-2019-2020.pdf> The Operational Plan for Emergencies in response to infectious diseases of the University of Puerto Rico (*Plan Operacional de Emergencias y Respuestas a Enfermedades Infecciosas en la Universidad de Puerto Rico*, by its Spanish name)

Student Membership Academy of Nutrition and Dietetics: \$58.00 annual dues

<https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>

Transportation Students that travel every day to the Río Piedras campus, from different towns in the island, have traveling expenses that can range from \$500.00 to \$1,000.00 annually.

Housing The University of Puerto Rico, Río Piedras, has 1 housing complex (*Plaza Universitaria*) for students. There are also private houses, dormitories or residences near the campus; the costs vary according to the number of persons in every room, available services and location. For more information, access https://www.facebook.com/Plaza-Universitaria-Residencias-529555730428099/?ref=br_tf. There are also private houses, dormitories or residences near the campus; the costs vary according to the number of persons in every room, available services and location.

Additional Program Expenses for MSND-SEL Student

Expenses	Estimated Cost
White lab coat	\$50
Scrubs	\$75
Immunizations (if not UTD)	Variable
Transportation to field sites	Variable
Laptop (requirement)	\$500-\$1,500
Student's Health Insurance Coverage and cost	Variable https://estudiantes.uprrp.edu/wp-content/uploads/2022/04/Costos-Plan-Medico-2022-2023.pdf
Drug testing & background checks (requirement)	Variable
Individual Student Professional Liability Insurance (requirement)	Variable Students are required to purchase a coverage of a minimum of \$1,000,000 per incidence/occurrence and \$3,000,000 annual

Expenses	Estimated Cost
	aggregate. Student will need to bring verification of coverage (not receipt).

Optional but Encouraged Activities

Activities	Cost
Student Membership - Academy of Nutrition and Dietetics	\$58 annual
Food and Nutrition Conference and Expo (FNCE)	Variable
Study Abroad	Variable

General Policies and Regulations

Tutoring Services are available through the College of Natural Sciences <http://www.upr.edu/biblioteca-uprrp-cn/>. If limited English proficiency is detected, students will be referred to the Center for the Development of Language Skills (*Centro para el Desarrollo de Competencias Lingüísticas, CDCL*) of the College of General Studies <https://generales.uprrp.edu/competencias-linguisticas/>.

Student Support Services

Health-Related Support Services	Access Point
Campus Department for Medical Services, University Center Monday – Thursday: 10:00 AM to 6:00PM Friday: 10:00 AM – 12:00 PM Telemedicine services Monday – Thursday: 8:00 AM to 7:30PM Friday: 8:00 AM to 3:30 PM	To request a service access: citas.medicosrp@upr.edu
For medical emergencies	Campus Security Office 787-764-0000, extensions 82020, 83535 and 83131
Campus Security	787-764-0000, ext. 83535, 83131, 83783
Student Development Counseling Department (DCODE, Spanish acronym) Counselors, social workers and psychologists are available to serve students; career consulting, support groups, some testing; emergencies attended during work hours	http://dcode.uprrp.edu/ (ext. 86500, 86501)

Health-Related Support Services	Access Point
University Center for Psychological Studies and Services (CUSEP, Spanish acronym) Clinical psychology practicum and research center; emergencies attended during work hours	http://cusep.uprrp.edu/ (ext. 87680, 87689)
Emergencies, mental health, outside work hours	Psychosocial First Aid (<i>Línea PAS, Primera Ayuda Psicosocial</i>): 1-800-981-0023 9-1-1
Office of Services to Students with Disabilities (OSEI, Spanish acronym) Testing, vocational rehabilitation, reasonable accommodations	http://estudiantes.uprrp.edu/?page_id=75 (ext. 86360, 86363)
Academic-Related Support Services	Access Point
UPR-RP Academic Calendar	http://www.uprrp.edu/?page_id=851
MSND-SEL calendar	https://natsci.uprrp.edu/nutricion/academic-calendar-3/
CITec, Center for Information Technologies, College of Natural Sciences Library Collections, data bases, repositories, user services, interlibrary loan, remote access Visit webpage for hours of operation and any specific entry requirements.	https://www.upr.edu/biblioteca-uprrp-cn/ (ext. 88370, 88376)
CITec Tutoring Center, College of Natural Sciences Library. Center Director, Prof. Rafael Colorado: rafaelcolorado@gmail.com	https://centroa316.wixsite.com/website/sobre-nosotros (ext. 88370, 88376)
Center for the Development of Language Skills Spanish and English writing and critical thinking skills and webinars	https://generales.uprrp.edu/competencias-linguisticas/ (ext. 88695)
Academic & Administrative Technology Division (DTAA, Spanish acronym) Helpdesk, user services, infrastructure, administration, operations	http://dtaa.uprrp.edu/ (ext. 83800, 80400)
Distance Education Unit, UPR-RP Campus	https://enlinea.uprrp.edu/estudiantes/

Health-Related Support Services	Access Point
Tutorials, tools, direct access links, interactive manual of student support services, FAQs	
<i>Red Graduada</i> (Graduate Network) Tools for investigation, data bases & repositories	https://www.upr.edu/gradnet/ (ext. 86780)
Academic Files Privacy	http://www.uprrp.edu/wp-content/uploads/2019/10/taller_buckley2006.pdf
Student Ombudsperson (<i>Procurador Estudiantil</i>)	http://procuraduria.uprrp.edu/ (ext. 86600, 86601 y 86603)
Financial Aid-Related Support Services	Access Point
Deanship of Graduate Studies and Research Financial Aid Information Scholarships based on merit, Formative Academic Experiences Program (PEAF, Spanish acronym), fellowships, grants and others	http://graduados.uprrp.edu/index.php?option=com_content&view=article&id=137&Itemid=198&lang=es (ext. 86700)
Campus Financial Aid Office Scholarships based on financial need Monday - Thursday: 7:30AM – 5:00PM Friday: 7:30AM – 4:30PM Financial Aid Officials: 7:30AM – 4:00PM	https://estudiantes.uprrp.edu/asistencia-economica/ (ext. 86109, 86104) Email: asistencia-economica.rrp@upr.edu

Academic Advising Student advising may occur at various levels, including academic advising offered by program director and SEL coordinator. Competency tracking using the institutional Learning Management System (LMS) Moodle© for Learning will be an integral part of advisement and evaluation to identify students that may not be achieving competencies as expected. Students that fail to achieve the minimum required GPA and to be in time with the curricular sequence and degree requirements will be advised to alternate career paths.

The MSND-SEL Director will coordinate group orientations and one-on-one advising will be offered as requested or needed by students. It is the responsibility of the MSND-SEL director to monitor the progress of the cohorts of admitted students, defined by the year of entry to the graduate program.

The Program Director and SEL Coordinator offers academic advising to students enrolled in the Program. Students may request an appointment by contacting the Program’s administrative office. Students may also be referred to academic advising as part of the early identification of students with possible difficulties and the attention to students in probation processes, established by the College of Natural Sciences. It is recommended that students visit their academic advisory every year to evaluate their academic progress and curricular sequence.

Students will also be advised on graduate opportunities and collaborations with other colleges and institutions that may have a partnership with the Río Piedras Campus.

Plagiarism The University has a strict policy on academic honesty and plagiarism, and it is required to be included in all syllabus.

<https://www.uprm.edu/asuntosacademicos/wp-content/uploads/sites/45/2020/12/Certificacio%CC%81n-33.pdf>

“The University of Puerto Rico promotes the highest standards of academic and scientific integrity. Article 6.2 of the UPR Students General Bylaws (Board of Trustees Certification 13, 2009-2010) states that academic dishonesty includes, but is not limited to: fraudulent actions; obtaining grades or academic degrees by false or fraudulent simulations; copying the whole or part of the academic work of another person; plagiarizing totally or partially the work of another person; copying all or part of another person answers to the questions of an oral or written exam by taking or getting someone else to take the exam on his/her behalf; as well as enabling and facilitating another person to perform the aforementioned behavior. Any of these behaviors will be subject to disciplinary action in accordance with the disciplinary procedure laid down in the UPR Students General Bylaws. To ensure user data integrity and security, hybrid and distance education courses are offered through the institutional learning management system, which employs secure connection and authentication protocols. The system authenticates the users’ identity with the username and password of their institutional accounts. Users are responsible for keeping their password secure and not sharing with others”.

Insurance requirements

Medical Insurance requirements

The University of Puerto Rico requires that all students be covered by health insurance. If they have private or government health insurance, the student must present official evidence on the day of enrollment to be exempt from this charge. If they do not present evidence of their medical insurance, the student will have to pay for the Student Medical Insurance of the University of Puerto Rico. The fee varies according to the amount of coverage: begins at \$463.00 up to \$2,559.00. Information related to Student Medical Insurance can be found on the Medical Services web page: <https://estudiantes.uprrp.edu/servicios-medicos/>

Individual Student Professional Liability Insurance

Students are required to purchase a coverage of a minimum of \$1,000,000 per incidence/occurrence and \$3,000,000 annual aggregate. Students will be required to bring verification of coverage (not receipt).

Liability for safety in travel to or from assigned areas.

Transportation to and from all supervised experiential learning (SEL) facilities is the responsibility of the student. Students using a personal vehicle for transportation must provide proof of auto insurance to the SEL Coordinator prior to the start of the semester. In addition, the University of Puerto Rico, Río Piedras Campus, maintains in effect a Public Responsibility Liability Insurance No. CL-83049539-5 in a contract with Triple-S insurance company, covering the period from July 1, 2021 to July 1, 2022, and Policy No. AHR-0000226-00, in case of Accidents and Medical Costs as a result of the accident, in a contract with Optima Insurance Company for the period of July 1, 2021 to July 1, 2022. Students that, as part of their studies include required supervised experiential learning or practices authorized by faculty in offices or facilities inside or outside the UPR, are covered by these insurance policies. The institution maintains annual renovations.

Injury or illness while in a facility for supervised experiential learning Students who are injured or become ill while in a supervised experiential learning facility should seek appropriate care (emergency room, campus health service, primary care physician, etc.). Students are medically and financially responsible for any health emergencies and/or healthcare needs that may arise during supervised experiential learning rotations.

Program Retention and Remediation Procedures As outlined in the Academic Policy for Graduate Studies of the UPR-RP Campus (Certification No. 95 of the Academic Senate, 2019-2020 Academic Year, Section V.D.8.c, page 33) the following aspects will be considered in determining academic progress and student retention.

1. The minimum academic retention and graduation rate GPA will be 3.0 points on the scale of 4.0. Each graduate program may establish additional retention standards that will be accessible on the program's website.
2. The student will maintain a minimum GPA of 3.00 and demonstrate academic progress according to the criteria of their program.
3. The criteria for the academic progress of a graduate student, as defined by institutional regulations, include:
 - a. maintains the minimum GPA required by the Río Piedras Campus (qualitative criterion);
 - b. maintains status as a regular student enrolled full-time or part-time;
 - c. studies within the period of years established to complete the degree, has completed the courses and tasks required in the stages stipulated by the faculty or school and program to complete the requirements of the degree (cumulative criterion);
 - d. passes 50% of the credits attempted/enrolled per year (quantitative criterion).
4. Each graduate program will establish together with the student an individualized study plan that guarantees that the student will be able to meet all the requirements of the degree in the minimum time stipulated by Certification No. 95 (2019-2020).
5. Each graduate program will establish a uniform academic advising procedure for the analysis, alerting, and monitoring of academic progress criteria and retention strategies for each student.
6. Academic progress will be defined based on the curricular sequence and degree requirements of the program to which the student is ascribed. To achieve academic progress, the graduate student will maintain the minimum required GPA and must be in time with the curricular sequence and degree requirements, as stipulated by the graduate program.
7. Students that fail to achieve the minimum required GPA and to be in time with the curricular sequence and degree requirements will be advised to alternate career paths.

Early detection of academic difficulty:

Early detection of academic difficulty is most frequently and primarily detected by the faculty through observing changes in attendance, behavior, or course performance. These observations will be documented by the professor and referrals made to the Office of Services for Students with Disabilities (*Oficina de Servicios a Estudiantes con Impedimentos –OSEI*) or the Department of Counseling for Student Development (*Departamento de Consejería para el Desarrollo Estudiantil, DCODE*), for evaluation of physical and emotional causes of learning disabilities and crisis management. The University Center for Psychological Services and Research (*Centro Universitario de Servicios y Estudios Psicológicos, CUSEP*) also provides clinical services for students. Documentation of these referrals will be sent from faculty and preceptors to faculty advisors or

faculty liaisons, supervised practice coordinator, and the program director for their respective follow up on the interventions and student improvement.

The University of Puerto Rico complies with all state and federal laws and regulations related to discrimination, including “The American Disabilities Act” (ADA law) and Law #51 from the Puerto Rico Commonwealth (*Estado Libre Asociado de Puerto Rico*). Every student has the right to request and receive reasonable accommodation and Vocational Rehabilitation Services (VRS). Those students with special needs that require some type of particular assistance or accommodation shall explicitly communicate it directly to the professor. Students who are receiving VRS services shall communicate it to the professor at the beginning of the semester so that appropriate planning and the necessary equipment may be requested according to the Office of Services for Students with Disabilities (*Oficina de Servicios a Estudiantes con Impedimentos –OSEI*) from the Students’ Deanship office (<http://estudiantes.uprrp.edu/servicios-al-estudiante/osei/>). Any other student requiring assistance or special accommodation shall also communicate directly with the professor.

The Department of Counseling for Student Development (*Departamento de Consejería para el Desarrollo Estudiantil, DCODE*) is ascribed to the Deanship of Students of the UPR-RP. They are a multidisciplinary team of professionals with academic preparation specialized in counseling, social work, and psychology, licensed to practice their respective professions in Puerto Rico (<https://estudiantes.uprrp.edu/departamento-de-consejeria-para-el-desarrollo-estudiantil/>). Services offered include individual and group counseling and psychotherapy, support groups, emotional wellness workshops, career counseling and guidance services, and specialized resources for obtaining occupational information and from world-wide universities and study programs.

The University Center for Psychological Services and Research (*Centro Universitario de Servicios y Estudios Psicológicos, CUSEP*) offers clinical psychological services, including crisis management, for the university and greater Río Piedras community by graduate students under the supervision of faculty supervised practice mentors (<http://cusep.uprrp.edu/>). Appointments may be made by calling 787-764-0000, extensions 87680, 87689 or arriving on site at the fourth floor of the Rivera Building (*Edificio Rivera*), #55 Avenida Universidad, Río Piedras, Puerto Rico.

If limited English proficiency is detected, students will be referred to the Center for the Development of Language Skills (*Centro para el Desarrollo de Competencias Lingüísticas, CDCL*) of the College of General Studies. The Center offers individual and group tutorials, both in Spanish and English, for undergraduate and graduate students. Emphasis is placed on writing, analytical and critical reading skills, as well as on research methods and development of critical thinking (<https://generales.uprrp.edu/competencias-linguisticas/>; (787) 764-0000, extension 88695).

Remediation Plan

For students who are deemed not proficient in a Competency Performance Indicator integrated into the didactic and SEL academic assessment, professors will apply a remediation plan that could include one (or more) of the following:

- Repeat the activity that measures the Competency Performance Indicator within the same course (including SEL).

- Complete an alternate-substitute activity that measures the Competency Performance Indicator within the same course (including SEL).
- Measure the Competency Performance Indicator in a different course (including SEL).

Disciplinary/termination procedures The program abides by institutional policies on discipline and termination procedures. All University of Puerto Rico (UPR) disciplinary and termination procedures are established in Law No. 1 of January 20, 1966, as amended, known as the University of Puerto Rico Law; and the UPR General Bylaw, the UPR General Students Bylaws, and the UPR-Rio Piedras Campus General Students Bylaws (Certification No. 60, 2014-2015, of the Board of Governance, June 25, 2015; Certification No. 70, 2016-2017, of the Board of Governance, February 6, 2017; Certification No. 85, 2020-2021, of the Board of Governance, April, 29, 2021, respectively). Students are advised to refer to Articles 7.01 to 8.04 (pages 41-53) of the UPR-Rio Piedras Campus General Students Bylaws, which stipulates, among others, the following policies and procedures: purpose of the disciplinary system, behaviors subject to disciplinary sanctions, sanctions, the proportionality principle, the Disciplinary Board and the Examiner Officer, duration of the process, absence of academic integrity, informal and formal resolution process, summary suspension or termination.

Program Duration and Time to Degree Completion Full time students should complete the program in two years (four-semester) with one (1) summer in-between. To comply with the Academic Policy for Graduate Studies of the UPR-RP Campus (Certification No. 95, 2019-2020, Academic Senate), students must complete the degree requirements in a maximum time of 5 years.

Withdrawal and Reimbursement Students who have withdrawn during the first two weeks of any semester or during the first week of the summer session may claim reimbursement of 50 percent of the paid credit rights. This reimbursement request must be approved by the dean of the corresponding faculty or school and by the Registrar's Office, and submitted within five days of approval in the Collections Office (*Oficina de Recaudaciones*). Students who have dropped out will not be considered enrolled at the University. To continue studies later, they must request readmission according to the procedures already indicated. The student must check the Academic Calendar of the Registrar's Office to know the deadlines of each semester. The student has the right to receive information about his/her academic performance before this date.

This Program has a cohort-based design for successful and timely compliance of professional preparation and licensing. Students who withdraw from a course will have to wait a year to re-take the course. If withdrawal is necessary, the student should notify the faculty advisor and the Program's Director.

Students may withdraw from the University at any time until the last day of class of the semester. Any total withdrawal needs the authorization of the Dean of Students, the Department of Medical Services and the General Library http://graduados.uprrp.edu/index.php?option=com_content&view=article&id=229:politicas-academicas&catid=25&limitstart=10&Itemid=526&lang=es.

Student access to their own student files Students and former students have the right to inspect and review their education records making such a request through the Office of the Registrar. The Family Educational Rights and Privacy Act of 1974, commonly referred to as FERPA or the Buckley amendment, is a federal law designed to protect the privacy of a student's educational record. FERPA grants adult students (18 and older) the following rights:

- The right to inspect and review their educational records
- The right to seek the amendment of their educational records
- The right to consent to the disclosure of their educational records
- The right to obtain a copy of their school's Student Records Policy
- The right to file a complaint with the FERPA Office in Washington, D.C. - Family Policy Compliance Office. U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Students have access to their transcripts and own student files through MiUPI electronic portal for student services (miupi.uprrp.edu) and the Learning Management System (LMS) Moodle®. Student files kept by the faculty advisors will be maintained in a digital folder on an institutional drive with a robust password. They may be viewed by the student under the supervision of the faculty advisor, SEL Coordinator or MSND-SEL director during virtual office hours.

Class attendance Class attendance is mandatory. If faculty has not notified that the class will begin late or will be absent, students must wait at least for 15 minutes. It is the responsibility of all faculty to register students' absences and report these in the Attendance Census through the NEXT portal (portal.upr.edu). Students are advised in each course syllabus that frequent absences impact final grades and may result in total loss of course credits.

Student/Preceptor Complaints The UPR-Nutrition and Dietetics Programs adheres to the UPR-Rio Piedras' Bylaws of rights and obligations for filing complaints and grievances Río Piedras General Student Bylaws Cert. No. 59, 2019-2020, <https://procuraduria.uprrp.edu/wp-content/uploads/2020/02/REGLAMENTO-ESTUDIANTES-UPRRP-CERT.-NUM.-59-2019-2020.pdf> aligned with the institutional Student Ombudsman Policies (Cert. 119, 2014-2015, JG: <https://procuraduria.uprrp.edu/> and <https://www.upr.edu/mdocs-posts/politica-sobre-la-procuraduria-estudiantil/>) and the Academy of Nutrition and Dietetics Code of Ethics (<https://www.eatrightpro.org/practice#code-of-ethics>).

Students and preceptors have the right to file protected complaints and grievances, including ethics complaints, following the hierarchy established below. A chronological record of complaints and resolutions is kept for 7 years. Complaints should be addressed in writing for resolution at each level, in the following order:

1. Course faculty / preceptor of supervised experiential learning
2. Faculty academic advisor
3. Coordinator of Supervised Experiential Learning, if applicable
4. Director, Graduate Program in Nutrition and Dietetics
5. Director / Chair, Nutrition and Dietetics Program
6. Student Ombudsperson, (787) 764-0000, extension 86600, 86601, or 86603 or visit <http://procuraduria.uprrp.edu/>
7. Assistant Dean of Graduate Studies /Dean of the College of Natural Sciences
8. Dean of Graduate Studies and Research / UPR-RP Chancellor

For matters pertaining to academic programs, curriculum and specific standards and expectations, students should seek the advice of the Program Director. All faculty members are available to guide and assist students

in the completion of the Master of Science in Nutrition and Dietetics with Supervised Experiential Learning (MSND-SEL). If problems arise, the following is recommended to achieve resolution:

Level 1: Discuss the issue directly and privately to the individual(s) involved (student, course faculty, preceptor of SEL etc.). If the problem cannot be resolved at this level, discuss concerns with the faculty academic advisor and SEL Coordinator, if applicable. All students with program complaints (regarding faculty, coursework, ethics, etc.) will be advised to submit an email documenting key details of the complaint including name, topic area for complaint (Faculty/Staff, course or SEL/Policies, other) description of complaint, desired outcome and potential program change for the future.

Level 2: If the problem cannot be resolved at this level, the next appropriate step would be to discuss your concerns with the MSND-SEL Program Director. The Program Director will make an appointment with the student to review the complaint and discuss next steps to achieve desired outcomes.

Level 3: If the problem cannot be resolved at this level, the next appropriate step would be to discuss concerns with the UPR-Nutrition and Dietetics Chair, and if not resolved should notify the Assistant Dean of Graduate Academic Affairs of the College of Natural Sciences. Advice can be provided from the Office of the Student Ombudsperson, established to guarantee a fast, effective and informal process for conflict resolution confronted by students in his/her academic life. The responsibility of the Student Ombudsperson is to investigate and examine facts and applicable rights and guide the university community. It is the duty of the Student Ombudsperson to create a favorable atmosphere and provide the necessary support to promote an education of quality and efficiency in the services provided to the students.

Level 4: If resolution is not reached at this level, the complaint is submitted to the Dean of Graduate Studies and Research and, if necessary, to the UPR-Rio Piedras Campus Chancellor. Only after all other options within the MSND-SEL Program and the UPR-RP have been exhausted, program-specific complaints that have not been resolved can be directed to the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The Council will review complaints that relate to a program's compliance with the accreditation standards, as they are interested in the sustained quality and continued improvement of dietetics education programs. However, ACEND does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation standards and ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics.

ACEND contact information:

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
Phone: 800-877-1600

Phone: 312-899-5400

Website: <http://www.eatrightpro.org/resources/acend>

Write to acend@eatright.org to inquire about accreditation

Complaints Procedures

Written complaints should be mailed directly to ACEND's Chair at the above address. The complaint must be signed by the complainant <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>. The Council will review complaints that relate to a program's compliance with the accreditation standards. This should only occur after the student has exhausted all other options available to them.

Dress Code Some of the learning experiences may require specific attire to comply with their dress code. Students are expected to be neat, clean, and well-groomed at all times.

Students are to follow the dress code for each specific facility. Students will maintain a professional appearance to maintain a positive image of the university, the nutrition services in the assigned facility, and the dietetic profession. Affiliation or university provided name badges/tags should be worn while completing experiences within the facility.

For clinical and foodservice management experiences, students will wear complete uniforms and a lab coat purchased by the dietetic student, if needed, while they are assigned to each of the experience areas. For the community experiences, students will wear professional attire.

Students must follow expectations related to manicures, covering of tattoos, and wearing of jewelry. Fingernails should be of a moderate length; polished only in a natural shade; acrylic nails are prohibited by the PR Health Department. The only jewelry accepted with a uniform is a wristwatch and graduation, engagement or wedding rings. No bracelets or decorative pins nor elaborate earrings should be worn with a uniform. Neither visible piercing, nor tattoos will be allowed. Closed-toe walking shoes with non-slip soles. No sneakers, running shoes, or tennis shoes unless otherwise approved by the preceptor. No stilettos, no sandals, no clogs, and no slippers.

Some additional guidance

- Clothes must be clean, wrinkle free, and fit; tight form-fitting clothes or baggy clothes are not permitted.
- Low or revealing necklines, bare shoulders, sundresses, halter tops, sheer or dressy fabrics, spaghetti straps, tank tops, tube tops, midriff tops, shorts, miniskirts, and low-cut pants are not allowed.
- Shoes must have closed toes and closed heels and should be clean and in good condition. No sandals or flip flops are allowed. Slip resistant soles are required in food preparation areas.
- Nails must be neat, clean, and no longer than ¼ inch from the end of the finger. Acrylic nails are not acceptable. No nail polish is to be worn in food production areas.
- Hair should be neat, clean, and kept in a style that does not require constant pushing back from the face. Facial hair should be neat and well-groomed. Caps, hats, visors, bandannas, headbands, flowers, or any extreme adornment are not acceptable. Beard nets are also required. Gum chewing is not allowed.

- Professional dress should project an image of self-confidence, self-respect, and respect for the facility, staff, patients/clients, and families.

Faculty and Staff

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Code of Ethics

Colegio de Nutricionistas y Dietistas de Puerto Rico

<https://www.nutricionpr.org/>

Academy of Nutrition and Dietetics Code of Ethics for
the Profession of Dietetics

<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

